

## NGO Human Resource Policy Management Course Details

Department: NGO Management & Policy Development

Presented by Magna Skills Development Institute

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The banner features a blue background with a white arrow pointing right. On the right side, there is a photograph of three people (two women and one man) sitting around a table, looking at a laptop screen. The Magna Skills logo and website URL are in the top right corner. The services list is on the left, and the website information is at the bottom left. There are decorative dotted patterns in the top left and bottom right corners.

## Course Summary

Magna Skills presents the NGO Human Resource Policy Management short course, designed to equip professionals working in non-governmental organizations (NGOs) with the essential knowledge and skills needed to effectively manage human resources within the unique context of the NGO sector.

Participants will gain insights into developing, implementing, and maintaining HR policies that align with the mission, values, and objectives of their respective organizations. The course, delivered by industry experts, covers key aspects of HR management, fostering a comprehensive understanding of the challenges and best practices specific to NGOs.

## Course Objectives

Upon completion of the course, participants will be able to:

1. Understand the importance of HR policies within the NGO sector.
2. Develop and implement effective HR policies tailored to the needs of NGOs.
3. Manage and resolve HR challenges and conflicts within an NGO setting.
4. Foster a positive organizational culture that aligns with the NGO's mission and values.
5. Ensure compliance with legal and ethical standards in HR practices within NGOs.

## Course Outline

### Module 1: Introduction to NGO Human Resource Management

- Overview of the NGO sector
- Importance of HR management in NGOs
- Unique HR challenges faced by NGOs

### Module 2: Developing HR Policies for NGOs

- Identifying organizational values and mission alignment
- Crafting inclusive and diverse HR policies
- Case studies and best practices in NGO HR policy development

### Module 3: Implementing HR Policies in NGOs

- Strategies for effective policy communication

- Training and capacity building for policy adherence
- Monitoring and evaluation of HR policy implementation

#### **Module 4: Managing HR Challenges in NGOs**

- Conflict resolution within an NGO context
- Addressing diversity and inclusion issues
- Balancing employee well-being with organizational goals

#### **Module 5: Cultivating Positive Organizational Culture**

- Defining and fostering organizational culture
- Employee engagement and motivation in NGOs
- Building a values-driven workplace

#### **Module 6: Legal and Ethical Considerations in NGO HR**

- Understanding legal frameworks for NGOs
- Ensuring ethical HR practices
- Navigating international and local regulations

**Delivery Format:** The course will be delivered through a combination of lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to engage with industry experts and network with fellow professionals in the NGO sector.

**Certification:** Upon successful completion of the course, participants will receive a certification from Magna Skills in NGO Human Resource Policy Management.



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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

## Request for Training Form

Complete the form and share with Magna Skills Support Team on email [info@magnaskills.com](mailto:info@magnaskills.com) or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.